

FOIA REQUEST LETTER (SAMPLE)

COMMANDER
HQ, 96th RSC
ATTN: FOIA Officer
Bldg 104, SADAFCR
Salt Lake City, UT 84113-5007

FOIA Officer:

This is a request under the Freedom of Information Act under the 5, United States Code, Section 552.

I request that a copy of the following document (s) be provide to me:
Identify document (s) as specifically as possible

In order to help you determine my status for the purpose of assessing fees, you should know that I am:

- A representative of the news media affiliated with the _____
(Newspaper, magazine, television station, etc.), and this request is made as part of newsgathering and not for a commercial use.
- Affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.
- Affiliated with a private business and am seeking information for use in the companies business.
- An individual seeking information for personal use and not for a commercial use.

I am willing to pay fees for this request up to a maximum of \$ _____. If you estimate that the fees will exceed this limit, please inform me first.

_____ I request a waiver of fees for this request because disclosure of the requested information to me is in the public interest and is likely to contribute significantly to the public understanding of the operations or activities of the Army and is not primarily in my commercial interest. [Include details about how the requested information will be disseminated by you to the general public]

_____ I also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request.

Sincerely,
Name
Home Address
City, State, Zip Code
Telephone Number (optional)